

RESOLUTION NO. 3850

ADOPTING SPECIFICATIONS AND SALARY
RANGE FOR SENIOR ACCOUNTANT

RESOLVED, by the City Council of the City of Lodi, that
Class Specifications for Senior Accountant, a copy of which is
annexed hereto and made a part hereof as if set forth in full here-
in, is hereby approved and adopted as Class Specifications in the
Classified Personnel Service of the City of Lodi.

FURTHER RESOLVED , that the Salary Range for Senior
Accountant be set at Salary Range 30.5, said Specifications and
Salary Range shall apply as of this date.

Dated: November 21, 1973

I hereby certify that Resolution No. 3850 was passed
and adopted by the City Council of the City of Lodi in
a regular meeting held November 21, 1973 by the
following vote:

Ayes: Councilmen- Ehrhardt, Katnich, Pinkerton, Schaffer
and Hughes

Noes: None

Absent: None


Alice M. Reincke
City Clerk

SENIOR ACCOUNTANTDEFINITION

Under general supervision to audit the accounting of City funds; to supervise financial record keeping and reporting, utility billing and collections, and the collection of and accounting for other revenues; to assist in the preparation of financial statements; and to do related work as required.

DISTINGUISHING FEATURES

This is a working supervisory class at the journeyman level for complex accounting or auditing work. Incumbents have responsibility for reviewing the work of others, supervising the preparation of reports, and interpreting policy decisions. This class is distinguished from the Assistant Finance Director class, in that the latter is a single position class directly under the Finance Director and exercises over-all supervision of all Finance Department activities.

EXAMPLES OF DUTIES

Examines, verifies and reviews the work of accounting and clerical personnel engaged in municipal and utility accounting activities; receives and classifies accounting data; prepares trial balances, working papers, and balance sheets; supervises the preparation of payrolls, collection of City revenues and issuing of business licenses and permits; prepares journal vouchers, such as encumbrances, transfers and other non-cash transactions; checks and verifies purchase orders, invoices, and related purchasing documents; provides financial information to City departments and the public; assists in the preparation of periodic State, Federal and local financial statements and reports.

DESIRABLE QUALIFICATIONSKnowledge of:

- Accounting and auditing principles, practices and procedures;
- Governmental accounting and budgeting;
- Financial mathematics and statistics;
- Modern office management methods.

Ability to:

- Prepare and analyze financial statements and reports;
- Learn and interpret rules, regulations, laws and ordinances affecting municipal financial transactions;
- Make arithmetical calculations rapidly and accurately;
- Operate adding, calculating, bookkeeping and other office machines used in accounting or financial record keeping work;
- Prepare clear and concise financial reports;
- Understand the role of EDP in a municipal finance department.

and

Senior Accountant --- 2

Experience: Two years of accounting experience.

Education: Equivalent to completion of two years of college;
or any combination of training or experience,
preferably including governmental experience
and one year of supervisory experience.

Salary Range 30.5, \$932 - \$1133. per month